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Approved For Release 2005/08/12 : CIA-RDP80B01495R000600090020-8

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	ADDI 7E44 Hdqs.		
2	File CRS		
3			
4			

Remarks:

Attached are 3 copies of the "Community Service" paper that you promised to Briggs at some unspecified time--CRS was to start work on it about 1 Jan 73.

I have absolutely no interest in pursuing the goal of more Community service at this time. SAFE, adjustment to managerial changes, T/O cuts, the commitment to when it is asked for, computer consolidation, and getting to know the DDO seem to leave little time, energy, or resources for further near-term adventures.

The recommendations, on the other hand, don't go very far and aren't likely to be accepted by very many people. I suggest that you read only the 7-page cover memo and the 2-page draft letter (Annex A) and forward to Briggs. Say something like, "Here it is--it's not a very appropriate time. Perhaps we ought to let it sit till the Agency shakes down, and we know what resources we've got to do what things."

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

H. C. Eisenbeiss, D/CRS 2E60
Hdqs

27 Apr

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DDI-3084-73

26 April 1973

MEMORANDUM FOR: Associate Deputy Director for Intelligence

SUBJECT: Possible Expansion of CRS Document
Service to the Community

1. This memorandum responds to your July 1972 instruction that CRS draft a plan for exploring "the possibility of expanding CRS document services to the Community." A recommendation is contained in paragraph 9.

2. Developments occurring in late 1972 and early 1973 have considerably altered the Community concept that was discussed when D/PPB suggested that CRS study the possibility of expanding CRS document service to the Community. The traditional concept of a "single service of common concern" has been negated, in my opinion, by the National Security Council directive implementing Executive Order 11652. This directive not only justifies but demands an AEGIS-like index in each department originating classified information no later than 1 July 1973. (See Annex B) This same directive spells out the data elements that must be controlled and they are very similar to the elements now controlled by the CRS AEGIS system. (AEGIS appears to have been the model for the authors of the NSC directive.) The D/PPB's goal (eliminating or curtailing expensive individual agency efforts to build in-house AEGIS-like systems by substituting CRS service) has been limited by the NSC requirement.

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SUBJECT: Possible Expansion of CRS Document Service
to the Community

3. A second problem results because there exists a surfeit of options. There are nine other USIB agencies. A planning paper must anticipate that one to all nine of these agencies will have some undetermined interest at some undetermined time in the service offered by CRS. The way, moreover, in which from one to nine may wish to participate can vary almost infinitely. A detailed and staged plan, such as was prepared for you for a possible investigation of CIA assumption of the DIA biographic responsibility, is not impossible. We have drafted one. It assumes that the DCI can and will force elimination of other document files and demand Community reliance on AEGIS. It also ignores the implications of the Data Index system requirements. I am not forwarding that plan, however, because the possibility of its being useful seems too remote.

4. The CRS effort to assist State by providing subsets of the microfilmed CRS document collection and access to or copies of the AEGIS data base illustrates the combined effect of the data index requirement and the plethora of options on type of service. INR has not replied to my letter of November 1972 that offered selected document services. The INR delay in responding to the offer is due in part to State money problems but also because INR can't make up its mind about what it wants; e.g., two or three years of files, OOBs in or out, DoD IRs in or out. In addition, under the cover of the NSC directive implementing the Executive Order 11652, State apparently has Congressional approval for the development of a data index and its supporting computer, manpower, and funding at a level, if measured by the indexers, that is about three times larger than the CRS effort. State is not interested, consequently,

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SUBJECT: Possible Expansion of CRS Document Service
to the Community

at this time in access to CIA indexes of State materials. Our initial appreciation of the State indexing operation is that it will be useful to CRS in a peculiar way. It will possibly permit automatic exclusions of much of the State material in which the Agency has little or no interest and it may facilitate somewhat the preparation and searching of text files of electrically-received State traffic. It won't, however, help much with document storage and retrieval in CIA of State material because it is pointed toward service of State's total needs including management - not just intelligence matters.

5. Also in the summer of 1972, CRS was at somewhat loose ends because the decision on dissemination had left us without a plan for progress. The proposed expansion of Community services seemed a reasonable way to move forward. SAFE, however, now exists and is consuming all of the resources that can be found for its support in what is an extremely busy period. The decision to centralize the CRS computer with OJCS also demands manpower to handle programming and the other tasks that must be completed before the CRS computer operations are phased out. Thus, resources to work on things of prime benefit to non-Agency customers can be obtained only by taking them from things that are of prime benefit to Agency customers.

6. Under the conditions described above, guidelines for considering the "possibility of expanded CRS document service to the Community" can be stated:

-- Despite all of the above, some sort of Community effort is indicated.

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SUBJECT: Possible Expansion of CRS Document Service
to the Community

-- Community service should be based on CRS's on-going AEGIS-like programs and CRS should make no commitment to improve or enlarge the service offered to the Community except as spin-offs from in-Agency tested, evaluated, and cost-beneficial developments.

-- CRS should offer specific service and should not invite open-ended requests for solutions to other agencies' problems.

-- The development of CRS service to the Community should not become bogged down in inter-Agency task teams and committees or to allow the "best of all worlds" idealism to set the tone for implementation.

-- Any offer must include obligations for the outside customer to bear, if significant, CRS manpower costs of the service provided.

Under these general terms non-manpower costs will probably not be high, but the user should be willing either to bear them or to provide CIA with documentary support of the resulting savings to the other agencies for use in CIA/OMB proceedings. These conditions should prevail in both bilateral and large arrangements, e.g., providing additional AEGIS extracts to COINS. I do not know to what extent the CRS service could or would replace current systems in other agencies or will negate further development of new systems. To merely duplicate would, of course, be wasteful and counter-productive.

7. Under these guidelines CRS can offer the following services immediately:

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SUBJECT: Possible Expansion of CRS Document Service
to the Community

-- Tape duplicates of extracts of AEGIS index records on a frequent basis (properly vetted, of course). The tapes could be run on a DoD computer for COINS if of sufficient value to the user. (Three extracts of AEGIS, an attenuated version of the index to finished intelligence and two selections of the COMINT materials, already run in COINS on NSA equipment. The finished intelligence file is one of the more frequently used of the COINS files.) Based on our experience in providing finished intelligence extracts of the AEGIS subject file to COINS, a tape duplicate of that approximate size (104,000 records) can be provided for \$31.24. The tape alone costs \$10 and would be recoverable for other uses. Annex C gives a detailed break down of our costs in providing finished intelligence AEGIS subjects to COINS.

-- Printouts of AEGIS records in a variety of ways and on a variety of cuts on a scheduled basis. Computer output microfilm (COM) may be required if the printouts are too large. Again based on our experience with the finished intelligence extract for COINS (a file of approximately 104,000), a computer listing of the extract exploded into an area sequence (576,875 citations) would cost \$254. This same output on microfilm (COM) would cost \$203. The cost analysis of these services is given in Annex C.

-- Duplicates of microforms of intelligence information reports indexed into AEGIS in a variety of cuts and as either roll film or eight-up aperture cards. Assuming for costing purposes that CRS would provide duplicate aperture cards of the entire current input (21,517 cards/month, both collateral and codeword) for three customers (DIA, NSA, and State), the total cost for such a service,

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SUBJECT: Possible Expansion of CRS Document Service
to the Community

including supplies, equipment and manpower, would be \$2,093/month. The same scope of service, but provided on roll film, i.e., same format but not mounted in cards, would cost \$513. The utility of the latter is far below that of aperture cards. A detailed breakout of these costs is given in Annex C.

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9. I recommend that a series of letters from DDCI or the DDI to the nine USIB member agencies extend an offer to provide one or more of the services described in paragraph 7. The letters may also express an intent to improve these specific services when they are proven both useful and

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SUBJECT: Possible Expansion of CRS Document Service
to the Community

practical in-house, but should not admit to even the possibility of modification of the three specific services in response to "user needs." The letters should make crystal clear that the user of the system will bear any significant manpower costs and will be expected to support the CRS budgetary process by demonstrating cost savings for nonmonetary costs. A draft letter proposing the service is attached. (Annex A)



H. C. EISENBEISS
Director, Central Reference Service

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Attachments: A/S

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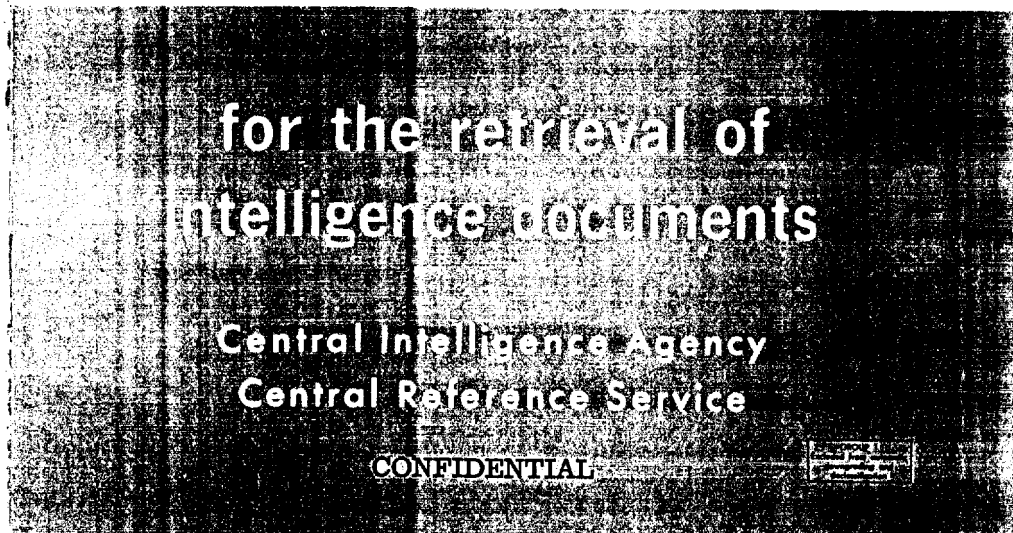
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How to use the

AEGIS system

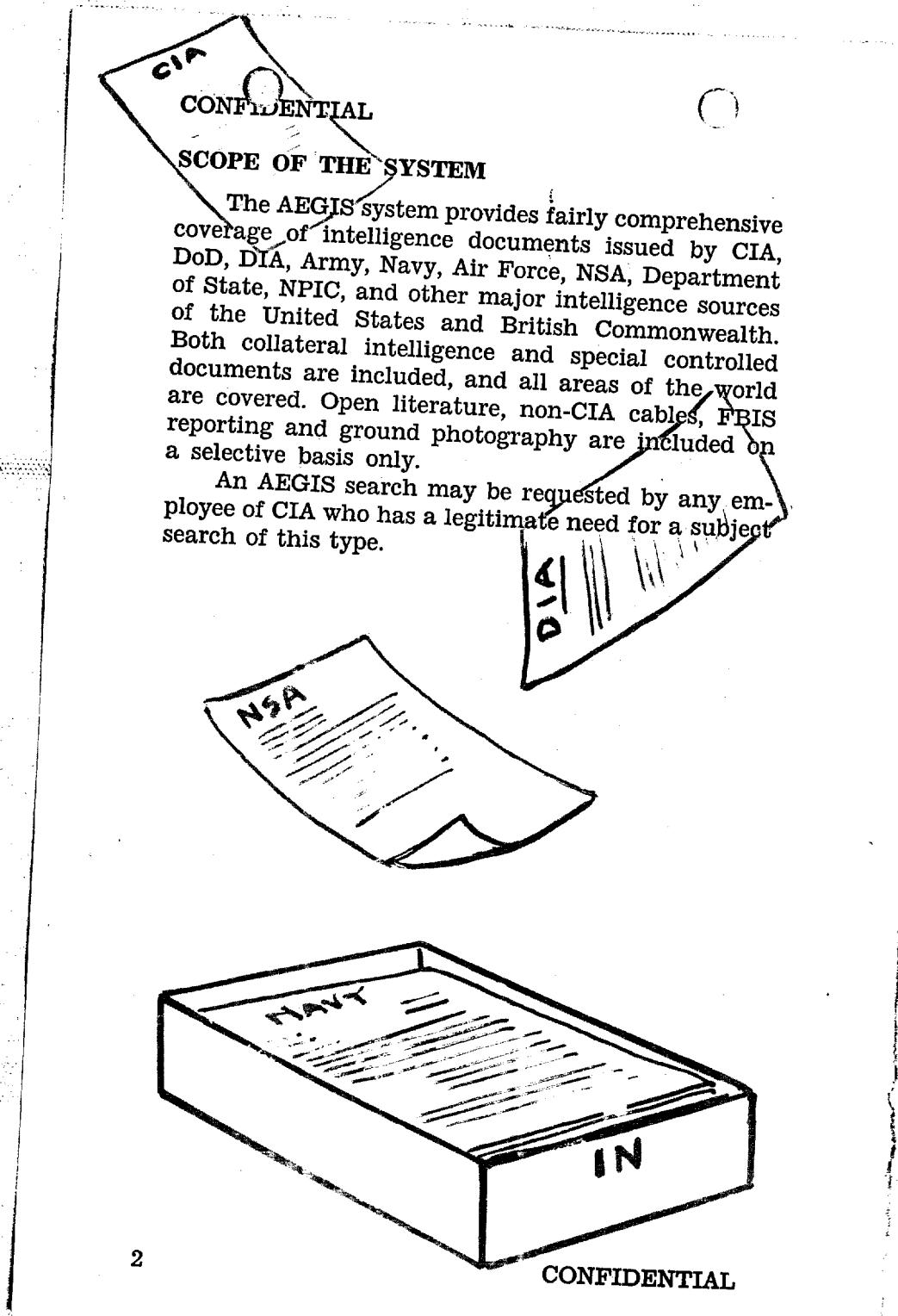


This document provides the production office analyst with a guide to the understanding and effective use of the current index to the CIA classified document collection. It explains what documents are indexed, how they are indexed, how to ask for a document search, how to obtain the assistance of CRS personnel in a search and how the retrieval process works.

Understanding this index/retrieval process can make the work of the analyst more efficient—that is, easier, faster and more accurate. The index/retrieval system is a valuable tool when properly used; the production analyst will develop proper and skillful use of the system through practice.

WHAT IS AEGIS?

AEGIS is a document retrieval system operated by the Central Reference Service (CRS) of the Central Intelligence Agency. Essentially it provides a computer-based index to a very large collection of intelligence documents produced or received by the Agency. This particular system (one of several operated by CRS) began operation in late 1967 and by 1970 contained index records for about a million documents received since that date. The system is kept current: about 400,000 document references are now added annually.



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SUBJECT CODES

1116111 - Ideological
disputes

132000 - Foreign
affairs

KEYWORDS

> attacks
> Pravda

indicators selected from a special list of about 250
six-digit codes. For example, 637.200 represents "agri-

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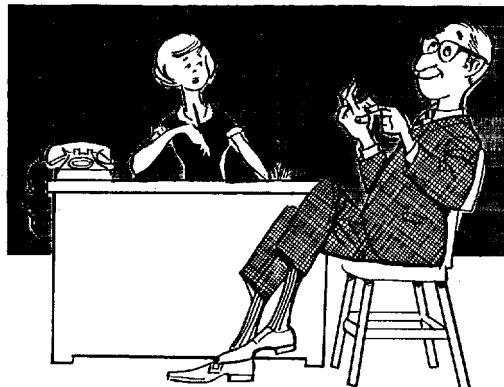
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siderably expanded by the indexer (description within brackets) and some of the added words or phrases (italicized in the above example) have been marked as keywords, allowing them to be searched in the future. The subject codes assigned represent, in the order listed above, Internal Security, Religious Organizations, Political Parties, Labor Organizations and Health and Welfare. The area code DAD (South Yemen) applies to all of these subject codes while the area code CCC (Communist China) applies only to 209.000 (Health and Welfare).

The full AEGIS record for a document, stored in machine-readable form and searchable by computer, comprises a full bibliographic description (title, issuing agency, date, report number, security classification, and dissemination restrictions) and all the subject codes, area codes and keywords assigned to it by the indexer. The amount of detail used in the indexing of a document is dependent upon its seeming importance or the degree of current interest in the subject or area covered.



HOW AEGIS SEARCHES ARE CONDUCTED

When you approach the Central Reference Service with a request for information suitable for AEGIS processing, a CRS area analyst will prepare a strategy

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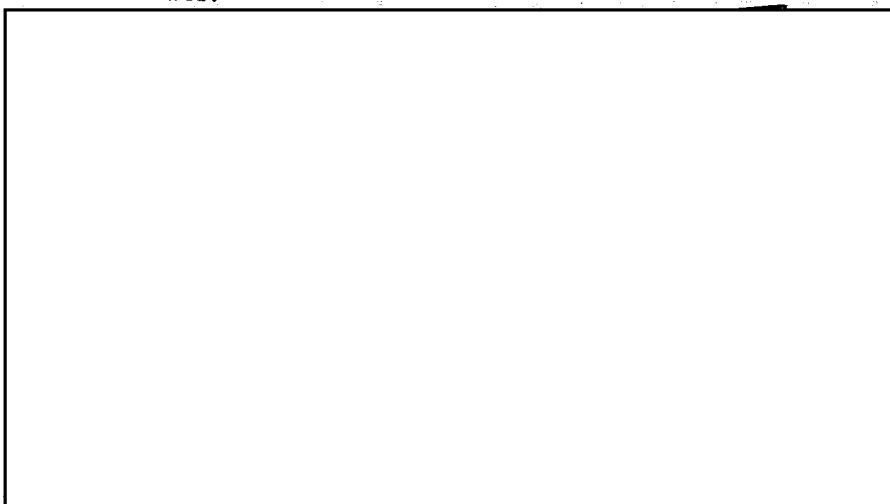
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THE AEGIS OUTPUT

The output of an AEGIS search is a machine-generated printout of references to all documents, contained in the data base, that bear the index terms specified in the search strategy. Twenty printout arrangements are possible, including arrangements by document number, country, subject code or keyword. The CRS analyst will specify the arrangement that appears best suited to your purpose. Below is a short sample from such a printout, arranged by document number:



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Note that the printout contains report number (by which the full document may be requested from the Document Services Branch of the Central Reference Service) and full title of the document, including any title expansion made by the indexer.

Because of the difficulties in coding everything in intelligence documents precisely, a machine printout may contain some references that are not directly relevant to your requirements. However, the printout provides sufficient information for you to decide which documents are probably relevant and there-

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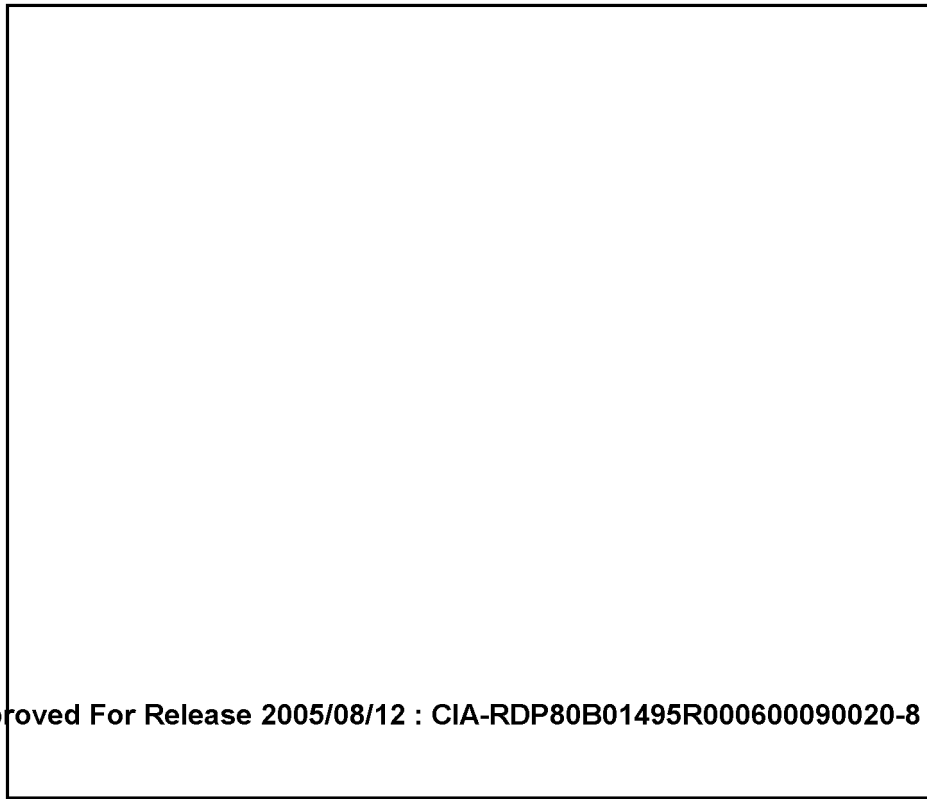
fore worth requesting for examination. Alternatively, at your request, the CRS area analyst will mark the printout to indicate the references most likely to be of use to you.

After examining the search results, you may want to modify your original request, either by making it more precise or by expanding its scope. This will allow a second search to be conducted, which might yield more useful results than were obtained initially.

RESPONSE TIME

The average elapsed time from submission of an AEGIS request to receipt of a printout of references is one to two days. Faster response, through special handling, is possible for critical requests with very stringent time requirements.

REQUESTS SUITABLE FOR AEGIS



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ducted are those involving two or more countries (e.g., relations between Israel and Communist China; trade between France and Libya) and those involving a particular town, river or other geographic entity (e.g., information on the Pan-African Cultural Festival held in Algiers, July 20-August 1, 1969).

It is also possible to limit the scope of a search by date of document, source of document, type of document, security level or dissemination restrictions.

QUALITY OF REQUESTS

If you wish to receive a useful response from AEGIS, it is very important that the request you make should accurately describe your actual information requirement. The system cannot guess what you are looking for and is unlikely to respond effectively to vague or deliberately obscure requests. The more precise the statement of your request, and the more care you take in describing your need to the CRS area analyst, the more useful the results are likely to be.

Be as specific as possible in your request. For example, do not ask for "tribal structure in Tanzania" if only one tribe is of interest. If you are looking for information on the Bedouin Strike Force, ask specifically for this and do not generalize to "Jordanian internal security." AEGIS, like any other information retrieval system, can only look for what you ask it to look for.

HOW TO REQUEST AN AEGIS SEARCH

The AEGIS system is operated by the Information Services Group of the Central Reference Service, which is divided into five area divisions:

- USSR Division, Room 1H46 Hq., Ext. 4218
- Far East/Pacific Division, Room 1H18 Hq., Ext. 5051
- Near East/Africa Division, Room 1G23 Hq., Ext. 5864
- Europe Division, Room 1G81 Hq., Ext. 6744
- Western Hemisphere Division, Room 1H39 Hq., Ext. 6491

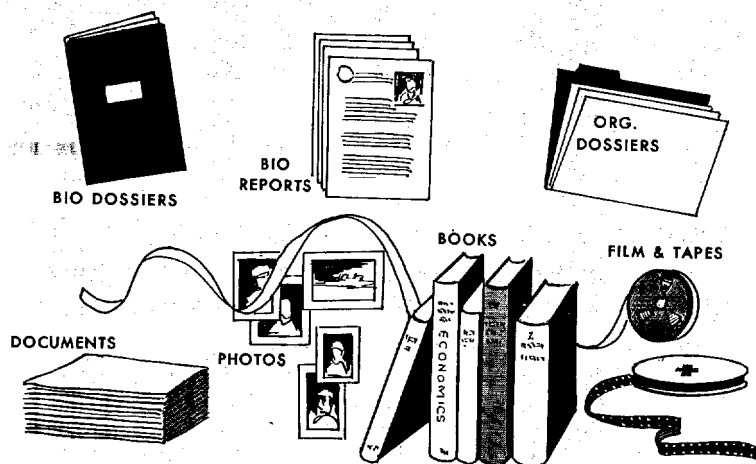
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Contact the appropriate area division when the need for an AEGIS search arises. You will be assisted by an analyst specializing in the particular country involved in your request. For multi-area or worldwide topics, the analyst will coordinate with other area divisions.

OTHER CRS RESOURCES

The AEGIS system is only one of many information sources provided by the Central Reference Service. A document dissemination service, a document on-demand delivery service, biographic intelligence and reference services, and installation files are also available. The CIA Library offers standard reference and loan services. An earlier retrieval system permits searching of intelligence documents pre-dating AEGIS. For further details on all CRS services, please contact the appropriate area division.

You are encouraged to discuss all of your information needs with a member of the CRS staff. He will assist you by exploiting any of the systems that appear most appropriate to your requirements.

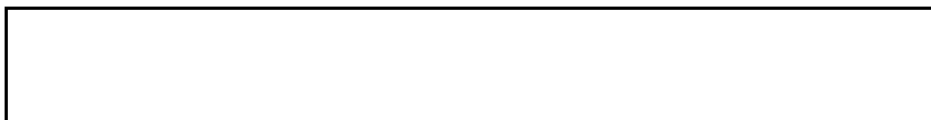


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Executive Order 11652

VII - DATA INDEX SYSTEM

Each Department originating classified information or material shall undertake to establish a data index system for Top Secret, Secret and Confidential information in selected categories approved by the Interagency Classification Review Committee as having sufficient historical or other value appropriate for preservation. The index system shall contain the following data for each document indexed: (a) Identity of classifier, (b) Department of origin, (c) Addressees, (d) Date of classification, (e) Subject/Area, (f) Classification category and whether subject to or exempt from the General Declassification Schedule, (g) If exempt, which exemption category is applicable, (h) Date or event set for declassification, and (i) File designation. Information and material shall be indexed into the system at the earliest practicable date during the course of the calendar year in which it is produced and classified, or in any event no later than March 31st of the succeeding year. Each Department shall undertake to establish such a data index system no later than July 1, 1973, which shall index the selected categories of information and material produced and classified after December 31, 1972.

COST ESTIMATES OF SERVICE OPTIONS

1. The costing for tape duplication and the provision of listings of subsets of the AEGIS data base (subject file) has been modeled after the AEGIS Finished Intelligence subset now provided periodically for COINS. In both cases the subset is a little over 100,000 records, extracted from a total data base of 1.7 million records. Costs would be similar for like extracts of about the same size, i.e., gross extracts of large subsets.

2. The summaries which follow give the costs (as of January 1973) of each of the processing steps to provide the three service output forms - magnetic tape duplication; paper listing or Computer Output Microfilm of records arranged in a specified sequence; and duplicates of microforms either in aperture card or roll film form.

3. The cost estimates are based on the Fin Intel (finished intelligence records) extract of AEGIS furnished to COINS. Processing costs would increase, however, as the data base increases.

SERVICE OPTION 1 - Tape duplicates of extracts of
AEGIS records

FinIntel Cost

Query against AEGIS data base of
1.7 million records to obtain
extract. Magnetic tape copy of
the extracted records (104,000
records)

(a)	Production Control Staff manpower 15 min. @ \$4.93 per hour	\$ 1.23
(b)	Computer operator - 40 min. @ \$6.21 per hour	4.14
(c)	Computer equipment - 8 min.	15.87
(d)	Mag tape - 1 reel	10.00
TOTAL COST		\$ 31.24

This cost estimate is based on the extracting of
104,000 records from the AEGIS data base of 1.7
million records. If the recipient of the file is
IBM equipped, the hit tape would be all that is
required to operate a document storage and retrieval
system. As the data base increases, however, all
processing increments used to arrive at the total
cost would likewise increase.

SERVICE OPTION 2 - Computer output microfilm or
paper printouts of AEGIS data
base subsets.

	<u>FinIntel Cost</u>
1. <u>Paper Printout</u>	
Query against AEGIS data base of 1.7 million records to obtain extract. Same cost as Service Option 1 without the mag tape cost.	\$ 21.24
Computer processing through AEGIS job stream - approx- imately one hour CPU time @ \$95.27 per CPU hour	95.27
Exploding of the extract (104,887 records) for area, subject, or keyword sequences (576,875 records) tabulation of records on 1403 Printer (19½ hours)	137.28
(a) Production Control Staff manpower 1 hr. @ \$4.93 per hour	\$ 4.93
(b) Computer operators man- power 10 hrs. @ \$6.21 per hour	62.10
(c) 1403 Printer - 19½ hrs. @ \$1.22 per hour	24.00
(d) Tab paper @ \$9.25 per box - 5 boxes	46.25
Cost for one sequence only	253.79

2. Computer Output Microfilm Printout

Query against AEGIS data base
of 1.7 million records to obtain
extract. Same cost as Service
Option 1 without the mag tape cost. 21.24

Computer processing through
AEGIS job stream - approx-
imately one hour CPU @ \$95.27
per CPU hour 95.27

Conversion of 1600 BPI tape
to 800 BPI tape and
processing on the Stromberg-
Carlson 4360 COM Processor. 87.19

(a) Production Staff man-
power $\frac{1}{2}$ hr. @ \$4.93
per hour \$ 2.46

(b) Computer operator
5 min. @ \$6.21 per
hour .51

(c) Computer equipment -
 $3\frac{1}{2}$ sec. @ \$95.27 per
CPU hour 5.53

(d) COM operator - $3\frac{1}{2}$ hrs.
@ \$4.67 per hour 16.34

(e) COM equipment - $3\frac{1}{2}$ hrs.
@ \$2.28 per hour 7.98

(f) COM film - 1000 feet
@ \$3.20 per 100 foot
roll 32.20

(g) CRS equipment and
personnel (1 hour)
@ \$4.07 per hour and
\$5 for developing 10
reels of film 9.07

(h) Loading film into cartridges - 10 rolls - 10 cartridges @ \$1.31 per cartridge	13.10	
		203.70

SERVICE OPTION 3 - Provision of Duplicate Microforms

There are a variety of ways in which costing for the provision of microforms can be approached. Volume, which is totally unknown at this time, is a vital consideration, not just in supplies and manpower, but in terms of selection of reproduction equipment. Costs for reproduction of material already in file (we assumed a three-year backlog of 606,000 aperture cards in providing State with costs) will differ from costs associated with providing copies of current accessions. The mix of materials going out will vary, e.g., State apparently will not want costs for our providing copies of State reports, and we do not provide NSA with film copies of NSA reports. We have attempted to limit the variables in the following material in order to provide some reasonable benchmark costs. Additional costing in detail will be a necessary prelude to entering into any given agreement.

Two types of microform have been considered: 35mm 8-up aperture cards, and 35mm roll film of the 8-up format (now provided to NSA).

1. Cost of Monthly Aperture Card Duplication
Based on Volume of 65,000 Cards

(a) Equipment Costs:

IBM Microcopier/Reproducer

Amortization per month, Collateral	\$ 769
Amortization per month, Codeword	<u>314</u>
Total Amortization Cost Per Month	\$ 1,083*

IBM 557 Interpreter	N/C
Government Owned	

* Amortized over period of five years and based on a purchase price of \$65,000.

(b) Material Costs:

Collateral Diazo Copy Cards 46,000 @ \$9.95/M	458
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Ammonia	16
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Lamp	<u>--</u>
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Cost of Collateral Materials	474
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Codeword Diazo Copy Cards 19,000 @ \$17.15/M	326
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Ammonia	6
---------	---

Lamp	<u>--</u>
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Cost of Codeword Materials	332
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Combined Total Cost of Materials	
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* Salary level of GS-05, Step 4

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	16	
Combined Cost of Interpreting	53	
Combined Total Cost of Labor		204

(d) Summary of Monthly Production Costs:

Total Input Per Month

Collateral	15,292
Codeword	<u>6,225</u>
Combined Total	21,517

Duplication of Three Sets

Collateral - 3 x 15,292	45,876
Codeword - 3 x 6,225	<u>18,675</u>
3 x 21,517	64,551

Monthly Cost Collateral Only 1,386

Monthly Cost Codeword Only 707

Combined Cost Per Month \$ 2,093

2. Roll Film

The provision of duplicate roll film of the same images in three sets is costed as follows:

(a) Input Per Month

Collateral Cards	15,292	
Codeword Cards	<u>6,225</u>	
TOTAL		21,517

* Salary level of GS-05, Step 4

One card is equal to one frame of film. 525 frames per 100 foot roll.

(b) Conversion of Cards to Rolls

Collateral -	15,292 ÷ 525	29 rolls
Codeword -	6,225 ÷ 525	12 rolls

(c) Cost to Produce Diazo Roll Copies

Collateral -	
29 rolls x \$4.17 per roll	
\$121 x 3 sets	<u>363</u>

Codeword -	
12 rolls x \$4.17 per roll	
\$50 x 3 sets	<u>150</u>

(d) Combined Total Cost Per Month

Collateral	363
Codeword	<u>150</u>

TOTAL	513
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THE CENTRAL REFERENCE SERVICE
DOCUMENT STORAGE AND RETRIEVAL SYSTEM

1. The Central Reference Service (CRS) document storage and retrieval system referred to as AEGIS is a computer-based index to intelligence reports and documents produced by or received by CIA.

2. The system has three primary subsystems; the first is the indexing/retrieval subsystem composed of document and reference analysts who build a machine-based document reference index, query this index, and buffer the response. The second subsystem, the EDP support element, includes personnel, computer hardware, and software. The third subsystem is the document storage facility which microfilms, stores, and retrieves by document number the documents referenced in the index.

3. The system began in late 1967. The current document reference index has a data base of 1.7 million records. At an estimated ratio of 1.1 records to a document, this represents about 1.5 million documents. About 300,000 document references are added annually.

4. AEGIS provides a fairly comprehensive coverage of published all-source intelligence documents and reports produced by CIA, DIA, Army, Navy, Air Force, NSA, Department of State, and other major intelligence activities of the United States and the British Commonwealth.

Indexing/Retrieval System

5. The AEGIS indexing system is basically a shallow indexing system. The three major types of indexing descriptors - subject codes, area codes, and keywords - permit a relatively sophisticated retrieval.

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Subject codes - The subject codes are based on a CIA-developed schedule of approximately 300 codes. The codes are broad numerical indicators such as 132.000 to represent Foreign Relations.

Area codes - Area codes used in the system are the Federal Information Processing Standard (FIPS 10) code consisting of a two character alphabetical code to represent a country. CRS has added a third alphabetical character to represent broad world-wide subdivisions. China and the Soviet Union are further subdivided for regional administrations. Specific place names are used for the Soviet Union, China, and Cuba.

Keywords - Keywords are words or phrases appearing in the title of the document that are indicators of the document's subject matter. If a document title is not particularly indicative of its content, additional descriptive keywords are indexed from the text.

6. The full AEGIS record for a document includes all the subject codes, area codes, and keywords assigned and full bibliographic description (title, issuing agency, date, report number, security classification, and dissemination restrictions). The amount of detail used in the indexing of a document is dependent upon its importance or the degree of current intelligence interest in the subject or area covered.

7. Queries against the AEGIS system are levied by an area reference analyst. These queries have a specific logical formation and require knowledge of both the content of the file and of input procedures. The query is run against the entire data base, which is sequential in nature. File searches are processed primarily in a batch mode and the search turn-around time is generally within twenty-four hours. Priority service is available. Limited remote on-line access is also available for the last one to two years of the data base.

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8. After the data base is searched, a listing is printed of retrieved document references in a variety of sorts, e.g., keyword, document number, subject code, etc. These document references are usually screened by the reference analyst before they are sent to the requester, who makes the final determination of which references are the most pertinent. After this determination is made, the requester in most instances orders the documents from the document storage facility.

Document Storage and Retrieval System

9. The CRS document storage system is a central repository of intelligence documents and reports. Documents are filed by number to assure ready access to such material for all CIA offices and to a lesser extent to other USIB agencies.

10. As of January 1973 the document storage subsystem contained over 6.6 million documents and was growing at a monthly rate of about 30,000 documents. A document reaches the document file in from two to four days of receipt by CRS. Documents are stored in three basic forms: paper copy, 16mm aperture cards (pre-1968) and since 1968, 35mm aperture cards (about 3,600,000). In addition, CRS has also been storing, since April 1971, in digital form electrically transmitted COMINT.

11. The total document collection requires approximately 3,000 square feet of floor space, and is physically separated into three collections: a collateral collection, a collateral TS collection, and a codeword collection.

12. Output from the document storage system is in the form of a duplicated aperture card or a print of the aperture card or a reproduction of the paper copy. Documents can be provided within minutes for priority requests. Routine service is generally provided within one day.

13. The system supplies about 130,000 documents per year in response to nearly 24,000 requests. About 3,000 machine reference listings per year are also used by requesters as request vehicles.

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CURRENT CRS DOCUMENT SERVICE SUPPORT
TO NON-CIA USERS

Current Support

1. Non-CIA requesters seeking document reference or retrieval support submit their requests to CRS by letter, on forms, by phone, and in a few instances in person. Request responses to non-CIA document requests are generally made through the mail, occasionally via the LDX to the Department of State.

2. Current CRS document service support to non-CIA requesters takes two basic forms: responses to requests for searches for references to documents relating to a given subject, area or location, and requests for specific, identified documents. The first service involves a query on the AEGIS subject file (or one of the predecessor subject files) and the provision of a computer printout of document reference citations, from which the requester may or may not select certain documents to be provided from the CRS document storage system. The second service involves direct retrieval of a specific document(s) from the document collection. At present, the majority of requests for service are for individual documents.

3. Most machine runs currently provided to non-CIA users do not result in specific document requests. During 1971 and 1972 only about 14 percent of the machine searches made in support of non-CIA requesters generated document requests. In response to document requests subsequent to a machine search, non-CIA requesters were provided an average of about 23 documents. For all requests including machine searches and specific document requests, CRS supplied non-CIA requesters an average of about 2.3 documents per request.

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4. In addition to AEGIS searches and requests for documents, CRS has provided other document service support to non-CIA requesters. For a number of years, CRS has provided NSA on a weekly basis 35mm roll film copies of selected collateral documents. CRS has also made available subfile extracts of its AEGIS data base on magnetic tape to other agencies, e.g., FININTELL File for COINS.

Service Limitations

5. The present level and pattern of document service to non-CIA requesters are governed by procedural limitations.

6. The primary limitation is on DoD personnel, and is spelled out in DIA Instruction No. 55-6, dated 22 November 1968 and CRS Notice 68-28, dated 27 December 1968. Under these procedures, DoD requests for non-biographic information must be in writing. CRS will provide machine searches and documents only on non-military subjects or on military subjects prior to 1964. The agreement allows for the provision of references to DoD produced documents but not of copies of DoD documents. It also provides for the handling of DoD requests on an "as able" basis--which gives CRS the option of refusal of a request that involves too much manpower. This agreement remains in effect today and has been modified only in that a number of strictly military requests have been handled on a limited basis by CRS since the demise of the MINICARD System.

7. Document service to non-CIA requesters other than DoD is also limited by the "as able" principle. There are no statistics to indicate to what extent non-CIA (and non-DoD) requests for document reference service are refused, delayed or modified by CRS when the manpower costs appear to be extensive or when other priorities take precedence.

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of Director, CRS.

9. The Third Agency Rule, while not applied literally in requests received by CRS, does limit document service for non-CIA requesters. CRS usually supplies a small number of third agency documents, but when there is a large request from one USIB agency for documents emanating from another USIB agency, that requester is generally referred to the originating agency. Another limitation is embodied in the agreement prepared by the USIB Committee on Documentation (COBID-D-75) in January 1961 concerning the retention of non-CIA intelligence reports. The agreement states that "CIA will, and any other agreeing agency can, dispose of other agency produced intelligence documents five years after such documents become inactive. Further, any requests for such documents beyond the retention period will be serviced by the agency of record." In practice, CRS has applied this agreement to hard copy documents only, not to those stored in microform.

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Document Service Statistics for Non-CIA Agencies

CY 1971 and CY 1972

1. Of the total 43,288* document service requests received by CRS in CY 1971 and CY 1972, non-CIA agencies accounted for 16.6%, or 7,193 requests, of the total.

By User -

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By Type of Service -

Most of the document service provided to non-CIA agencies was in the form of specific documents. Of the 7,193 non-CIA document service requests received in the two calendar years, 6,370 requests or 88.5% were for specific documents. The remainder, 823 requests or 11.5% of the total were for machine searches of the data base.

2. The following tables summarize document services provided to non-CIA agencies. Table I shows the number of requests received and the type and quantity of service provided. Tables II and III rank the various non-CIA agencies by requests received and services provided.

* Does not include Intellofax requests

This is a working paper
and is not to be retained
after January 1975.

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Issues To Be Resolved During Service Negotiations

1. The utilization of AEGIS or extracts of AEGIS to meet Community requirements for a document storage and retrieval system raises several major issues. These issues revolve around the suitability of the current AEGIS system to meet Community requirements, the security protection afforded the system, the unknown scope of the USIB agencies' interest and requirements with the resultant uncertain manpower and money costs, and the validity of these requirements.

2. The current AEGIS system has several major limitations which may or may not be acceptable to Community users. Any CIA/CRS modifications to the system to overcome these limitations will require additional manpower which is not available. These limitations include:

a. The relatively shallow indexing of the system - The system employs only a limited number (200 to 300) subject codes, placename control for priority areas only, and uncontrolled keywords. Low priority subjects and areas and some types of documents receive minimal control only. For some subjects and areas the system serves only as a contingency file for CIA offices.

b. The CIA-orientation of the input - The AEGIS system was designed to reflect the research interests of CIA offices especially those of the DDI. These interests may or may not reflect the research requirements of other USIB agencies.

c. The relatively slow input - CIA offices can accept a fairly slow input to the index file and the document file because of a comprehensive in-house

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dissemination system that meets their requirements for current documents. A two-to-three week lag in the data base may not be acceptable to other members of the Community especially in those agencies or offices that do not have a comparable dissemination program.

d. The incompleteness of the data base - Some categories of materials (State and military cables, FBIS, open-source, AID, USIA, etc.) are indexed on a selective basis only. RD materials are not controlled. Even in those categories of documents where indexing is complete, coverage is limited to those received by CRS.

e. The requirement for human intervention (buffering) - The AEGIS system was designed to have an area reference analyst intervene between the requester and the machine printout in order to screen out irrelevant documents, to identify especially pertinent material and to levy additional searches based on results of the first search. This type of service might have to be instituted by other agencies to make the system more effective.

f. The complexity of the indexing and query language - Utilization of the AEGIS data base requires some familiarization with CRS indexing techniques and a knowledge of a fairly complicated query language.

3. Security and proprietary interests within CIA will raise a number of concerns. The DDO may be reluctant to have CRS provide direct Community wide access to their documents. In addition, procedures will be needed for the handling of SI (including sensitive series), TKH and TS collateral reports. These security issues can be resolved since AEGIS has the capability to search on an infinite variety of dissemination caveats. Another part of the security issue is the protection given the AEGIS extracts by recipients of the service.

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4. Beyond the predictable issues described above, there are many unanswerable questions. A major question is the size of the potential market. Analysis of external, non-parent agency interrogations of COINS files reveals an average of 320 queries per month on the COINS finished intelligence extract of AEGIS. This experience would indicate considerable interest in the data base and the CIA service offer. Definitive costing is totally dependent upon the type and periodicity of service requested by USIB agencies. Costing will also be affected by whether these services are rendered piecemeal or as a total Community requirement. The latter is exemplified by the cost/performance considerations in automated versus manual microfilm reproduction equipment discussed in Annex C.

5. Finally, there is the question of the savings that will accrue to the user if their present document storage and retrieval systems underway or planned are dropped and the AEGIS service is used in its place. It would be a wasteful exercise if the agencies either continued to operate or develop their own systems or utilized the CIA system rather than utilizing the AEGIS extracts and microfilmed documents.

6. Once an agency has expressed interest, some CIA fact-finding surveys will be necessary to resolve these various issues. These certainly will have to be followed up by CIA presentations on the system and some CIA training of users.

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